

# ***READ ME FIRST – RETIREES AND LTD MEMBERS***

**If you are satisfied with your health, dental, or vision benefits, you do not need to do anything! Your benefits will remain the same. New premium rates will begin effective January 1, 2007.**

## ***ENROLLMENT DATES AND TIMES***

Open Enrollment will begin Monday, October 2, 2006 at 8:00 am through Friday, October 27, 2006 at 5:00 pm. Changes made during Open Enrollment will become effective January 1, 2007.

## ***INFORMATION TO GATHER PRIOR TO ENROLLING***

- Your Employee Identification Number (EIN).
- Dependent names and dates of birth. You will need this information to add any eligible dependents to your benefit coverage.

## ***EMPLOYEE IDENTIFICATION NUMBER (EIN)***

If you do not know your EIN and need to make plan changes, please call 602.542.5008 or 800.304.3687. The Call Center will be able to provide that number for you. ***Remember when entering your EIN number it must be 9 digits long, example if your EIN was 1234, you need to enter 000001234 when logging into the YES system.***

## ***ACCESSING THE OPEN ENROLLMENT SYSTEM***

Go to [www.retyes.az.gov](http://www.retyes.az.gov) (Y.E.S. web site) and follow the instructions on the page for “First Time User”. Once you have logged onto the system and selected a password, please select the Open Enrollment option to the left of the screen. Any Pop-Up Blockers MUST be disabled prior to accessing Y.E.S. You will need your Employee Identification Number to access the system. Internet Explorer 6.0 is the only fully supported browser for the Y.E.S. system.

## ***BENEFITS ENROLLMENT FORM***

Members who wish to make a change to their benefits or to add new dependents may complete and sign the enrollment form contained in this packet. Envelopes post-marked after October 28, 2006 will not be accepted. Please mail forms to:

ADOA – Benefits  
Retiree Open Enrollment Section  
100 N 15<sup>th</sup> Ave, Suite 103  
Phoenix, AZ 85007

## ***MEDICARE PART D NOTICE OF CREDITABLE COVERAGE***

Your Notice of Creditable Coverage providing information and outlining your rights under Medicare Part D is included in this packet.

## ***WHO TO CONTACT WITH QUESTIONS***

If you have any questions regarding open enrollment after reviewing this packet, you may contact ADOA Benefit Office via email or telephone:

Send your email to: [azboquestions@azdoa.gov](mailto:azboquestions@azdoa.gov)  
Call Center information: 602.542.5008 or 800.304.3687  
8:00 am – 5:00 pm Monday through Friday